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8 April 1965

MEMORANDUM FOR: Deputy Assistant Director/ORD

SUBJECT : ORD Career Service Board

1. Pursuant to your earlier request, I have pulled together several ideas and recommendations relative to the formulation, organization, functions, and responsibilities which I feel should be inherent in ORD Career Service Board activities. I believe that ORD has reached a point in its growth where a concrete, formal policy paper should be prepared and conformed with relative to Career Service Board activities.

2. It was further believed that in order to satisfy your request in a concise, clear manner it would be advisable to present comments on the ORD Career Service Board in quasi regulation format. The following ideas and recommendations for ORD Career Service Board composition and functions are based on past experience relating to Medical Staff Panel activities and previous knowledge of Career Board functions elsewhere in the Agency.

3. The CIA personnel regulation which authorizes formulation of Office Career Service Boards is [ ] revised 18 May 1964. While this regulation provides policy authorization for Career Service Board formulation, it is so general in nature that it delegates the responsibility for detailed Career Service Board organization and management to the Office level. Accordingly, the following data is submitted with a view toward satisfying ORD's own Career Service Board needs while staying well within the scope of [ ]

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a. ORGANIZATION

1. It is recommended that the ORD Career Service Board consist of the following members:

a. Ex Officio member - Assistant Director/ORD

b. Permanent members

Deputy Assistant Director/ORD, Chairman

Chief, Optics/ORD

Chief, Physics Chemistry/ORD

Chief, Radio Physics/ORD

Chief, Audio Physics/ORD

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## ORD Career Service Board

Chief, Analysis/ORD  
\*Technical Manager/Life Sciences/ORD  
Executive Officer/ORD

- c. Executive Secretary (non-voting) - Administrative Officer/ORD
- d. Recording Secretary

\* If and when the organizational structure of Life Sciences/ORD is modified and Division Chiefs are appointed for Biology, Medical and Behavioral Sciences Divisions, the appointed Division Chiefs should be included as permanent members of the ORD Career Service Board.

2. It is recommended that a set meeting schedule be established. It is further recommended that the ORD Career Service Board meet at least twice monthly or at the call of the Chairman. Five permanent members should be present to constitute a quorum. In every instance the Chairman should designate a permanent member to serve in his absence.

3. Formal minutes of each Career Board meeting should be recorded, read, and approved as a matter of record at the following meeting. In addition it is recommended that a summary of the Career Service Board activities be published and disseminated every quarter to all ORD personnel.

4. All agenda items should be submitted to the Executive Secretary by close of business on the Friday preceding the board meeting in the subsequent week.

b. RESPONSIBILITIES - It should be the responsibility of the ORD Career Service Board to provide broad based personnel assistance and advice to the Assistant Director/ORD on personnel management matters. In addition the ORD Career Service Board should monitor the application and functions of the CIA personnel program particularly as it applies to ORD career personnel.

c. FUNCTIONS - In its role as an advisor to the Assistant Director/ORD, the Career Service Board should closely monitor the personnel management program of ORD and keep him advised on the following matters:

- 1. The procedures and policies for ORD Career development assignments to positions within the Office.

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#### ORD Career Service Board

2. The implementation of Agency and DD/S&T career Service Board Personnel programs.

3. The ORD Career Service Board should establish a competitive evaluation program. Relative to this program all personnel in grades GS-9 - GS-15 should be competitively evaluated and rated atleast once a year.

4. Fitness reports

5. Requests for promotions in grades GS-6 - GS-15

6. Nominations of candidates for the CIA Mid-Career Course

7. Requests for external training

8. Nominations of candidates for the various senior officer schools particularly as it relates to training at the National War College, Armed Forces Staff College, Industrial College, etc.

9. Requests for transfer of ORD personnel to other Agency Components particularly when a change in career service is designated.

10. Disciplinary actions or proposed involuntary separations.

11. Nominations for ORD, CIA, and other federal service honor and merit commendations and awards.

12. Recommendations relative to the retention of those professional employees who have completed the mandatory probational period.

13. Recommendations relative to the selection of individuals for Career employee status.

14. Requests for internal training

15. Recommendations relative to rotation and reassignment of individuals to meet long range ORD and CIA personnel requirements.

16. Perform any other such functions as may be directed by the Assistant Director/ORD.

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4. It seems to me that the above basic ingredients are essential to the successful operation of an ORD Career Service Board. The recommended list of functions is not all inclusive and as time goes on there will probably be other areas which should be added. I would, however, at this time strongly recommend against the establishment of any sub panels (ala Medical Staff) to act as an advisory group to the ORD Career Service Board.

  
SA/DAD/ORD

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